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W.C. Janney
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UNITED STATES CIVIL SERVICE COMMISSION

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WASHINGTON, D.C. 20415

February 8, 1977

YOUR REFERENCE

Mr. F.W.M. Janney
Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Janney:

For the past several years BEP has been making a concerted effort to improve the completeness and accuracy of the Executive Inventory File (EIF). I would like to inform you of some of the improvements that have been made and solicit your assistance in this continuing effort.

Our problems with maintaining the EIF have been primarily in two areas-- data automation and registration and update. Undetected errors in the data automation processes had accumulated over a period of years. These affected both our ability to update the file and (for a time) to generate the Accuracy Check Form mailers which are the principal source of update information. We have completed a total review of the EIF computer program and corrected these deficiencies. The Accuracy Check Form mailers have been reinstated and a full annual mailing cycle (beginning with January 1976) has now been completed. We have also improved the procedures for editing data before it is entered into EIF and for entering pertinent information routinely submitted with supergrade actions.

The other area, registration and update, has been a continuing problem from the inception of EIF. Each agency is responsible for obtaining completed records from individuals coming under the coverage of EIF for the first time and completed continuation sheets from those in EIF who change positions. This responsibility, however, has not uniformly been carried out as a routine part of personnel processing. Consequently, there are a number of individuals who should be registered but are not or whose present job information is out-of-date.

We currently have a project underway to identify these individuals by matching the EIF with the Central Personnel Data File (CPDF). There will be an initial reconciliation process (i.e., a one-time match), followed by monthly change reports from CPDF (e.g., showing promotions, accessions, and the like). The information available through CPDF will only indicate the data deficiency (e.g., not registered). It

will not be sufficient for the purpose of constructing a record. We must rely on you for this. The information generated will be formatted by agency, grade, and name, listed alphabetically. (This should principally involve GS-15 and equivalent personnel, since EIF registration and update forms are now routinely supplied with supergrade submissions.) We will send these lists to you with a statement of the action required for each individual.

Procedures must, of course, be developed to facilitate the flow of information coming from your agency to this Bureau. Further, for large agencies it may be necessary to establish procedures for transmitting information to and from subordinate echelons. I would appreciate your designating an individual on your staff as a central point of contact for this purpose. Please furnish us with the person's name by February 22, 1977. We expect to have the first data available to us by March 1, 1977, and will contact your designee prior to that time. In the meantime, if questions should arise, Lois Kimminau, 632-6820, may be contacted.

This is perhaps the most important part of our efforts to improve the quality of EIF and its usefulness to you as a source of candidates for supergrade positions, as well as a source of data for program and developmental planning. Your support and cooperation in these efforts will be appreciated.

Sincerely yours,



Joseph U. Damico
Director

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